

Centralized Accounting and Payroll/Personnel System (CAPPS)
HR/Payroll User Group
November 28, 2017
9:00 a.m. – 11:00 a.m.
Travis Building – Room 1-100

Meeting Minutes

First & Last Name	Email	Role/Position	Attend?
Alice Alvarado	alice.alvarado@cpa.texas.gov	Comptroller of Public Accounts (CPA) – Statewide Systems Administration, Manager	No
Alison Williams	alison.williams@cpa.texas.gov	CPA – CAPPS Governance and Change Enablement	No
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Andrea Smith	andrea.smith@cpa.texas.gov	CPA-CAPPS HR/Payroll Production Support Lead	No
Andy Viloría	Andy.viloria@cpa.texas.gov	CPA-Application Services	No
Angela Proveaux	angela.proveaux@cpa.texas.gov	CPA-Statewide Systems Administration	No
April Shapley	april.shapley@cpa.texas.gov	CPA – Governance Coordinator; Facilitator	No
Art Nava	art.nava@cpa.texas.gov	CPA – Business Intelligence	No
Brian Roth	brian.roth@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	No
Chelsa Vinklarek	chelsa.vinklarek@cpa.texas.gov	CPA – Supervisor, Statewide Systems Operations & Payroll Policy, HR/Payroll User Group Chair and Voting Member	Yes
Cynthia Rivera	cynthia.rivera@theccb.state.tx.us	Texas Higher Education Coordinating Board (THECB) – Voting Member	No
Don Land	don.land@cpa.texas.gov	CPA	No
Donna Clay	donna.clay@cpa.texas.gov	CPA – HR/Payroll Domain Lead	No
Edwardo Plaza	eduardo.plaza@tpwd.texas.gov	TPWD - Project Manager	No
Ivan Mazoch	ivan.mazoch@cpa.texas.gov	CPA – IT	No
Ivan Smith	ivan.smith@dir.texas.gov	DIR	No



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First & Last Name	Email	Role/Position	Attend?
J.P. Wardle	j.p.wardle@cpa.texas.gov	CPA – Contractor	Yes
Jennifer Mutschink	jennifer.mutschink@dir.texas.gov	DIR – Payroll Officer	No
Jennifer Pennington	jennifer.pennington@txdot.gov	Enterprise Resource Planning	No
JoAnn Walker	jo.walker@hhsc.state.tx.us	HHSC	No
Katrice Gill	katrice.gill@txdmv.gov	DMV	Phone
Kelley Martin	kelley.martin@cpa.texas.gov	CAPPS Deployment Team	No
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Leonard Higgins	leonard.higgins@cpa.texas.gov	CPA	No
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Mark Johannsen	mark.johannson@hhsc.state.tx.us	HHSC – IT Oversight	No
Matt Martinez	matt.martinez@cpa.texas.gov	CPA – HR/Payroll Team, Voting Member	No
Matthew Richardson	matthew.richardson@tlc.texas.gov	TLC	No
Monica Ferrell	monica.ferrel@rrc.texas.gov	Texas Railroad Commission (RRC)	No
Nancy Simmons	nancy.simmons@tdi.texas.gov	Texas Department of Insurance (TDI)	No
Norma Cortez	norma.cortez@dps.texas.gov	DPS – HR Director, Voting Member	Phone
Randa Maldonado	randa.maldonado@dir.texas.gov	DIR	No
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Rusty Charlton	russell.charlton@cpa.texas.gov	CPA – CAPPS Project Manager	No
Sandra Woodruff	sandra.woodruff@cpa.texas.gov	CPA – Assistant Director of Fiscal Management	No



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First & Last Name	Email	Role/Position	Attend?
Sergio Rey	sergio.rey@txdmv.gov	DMV	No
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Shelly Knight	shelley.knight@tcole.texas.gov	Texas Commission on Law Enforcement (TCOLE)	Phone
Shelley Casas	shelley.casas@cpa.texas.gov	CPA – Security	No
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Stacey Mincez	stacey.mincez@cpa.texas.gov	CPA – HR/Payroll Cross Functional Analyst (CFA)	Yes
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Valerie Luna	valerie.luna@txdmv.gov	DMV – Voting Member	Phone
Valencia Hadnot	valencia.hadnot@tlc.texas.gov	TLC	Yes

I. Welcome (April Shapley)

- Roll call for phone participants.
- Quorum confirmed.

II. Production Update: HR/Payroll Support Requests (SRs)

- SR Summary Documentation (Chelsa Vinklerek)
 - User Group members were provided with a summary of all active SRs on the HR/Payroll system.
 - There are no *critical* SRs.
 - As of October 1, 2017 there were 567 active tickets, of those 198 were *high*.
 - 929 SRs were in work or are moving through the queue.
- SR Trend Report (Chelsa Vinklerek)
 - 363 new SRs were opened and 342 SRs were closed.
- Governance Approved SRs (Stacey Mincez)
 - A spreadsheet of Governance Approved SRs was provided. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - SR 3188 – moved to Assessment.

- SR 931 – moved to Pending Prod Approval and the expected migration date is November 16, 2017.
- SR 2751 – moved to In Development.
- SR 332 – moved to Complete; migrated to Production on November 10, 2017.
- SR 3023 – moved to Assigned.
- SR 2497 – moved to Assigned.
- SR 1111 – moved to Assigned.
- SR 2374 – moved to Assigned.
- Required Maintenance (Stacey Mincec)
 - User Group members were provided a list of Required Maintenance SRs. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
 - The first item on the list does not have an assigned SR number and will address issues related to Employee Self Service (ESS) provisioning issues. This SR moved to *Pending Prod Migration*.
 - SR 1082 – moved to *In Work*.
 - SR 1455 – moved to *In Work*.
 - SR 1026 – moved to *Rework*.
 - SR 3889 – moved to *Hold*.
 - SR 4091 – moved to *Complete*; migrated to Production on November 9, 2017.
 - SR 4126 – moved to *Complete*; migrated to Production on November 9, 2017.
 - SR 4466 – moved to *In Work*.
 - SR 4663 – moved to *In Work*.
 - SR 5420 – moved to *In Work*.
 - SR 5718 – moved to *Complete*; opening new ticket for enhancements to this process.
 - SR 6095 – moved to *In Work*.
 - SR 6081 – moved to *In Work*.
 - SR 6197 – moved to *In Work*.

III. Upcoming Vote: SRs Submitted to Governance (Stacey Mincec)

- There are three HR/Payroll SRs being submitted for User Group consideration; the vote will be distributed via e-survey.
 - SR 1686 – provides notification when Hiring Manager moves candidate to pre-offer check; candidates are not being notified currently. A message template will be triggered when the candidate is moved.
 - SR 5395 – add Dept Set ID to all Performance Management (PM) queries created. Query output will provide search/sort capability on returned data.
 - SR 5567 – add a new field to the document status query to indicate Job Description (JD) requires a change. The field will be included in the report query output.

IV. Elastic Search Functionality (Chelsa Vinklarek)

- Elastic Search is a new search engine to replace Oracle Secure Enterprise Search (SES) currently used in CAPPs Financials.
- Agencies are required to test this functionality in UAT between November 27 and December 8, 2017.

- Elastic Search will go-live in Production on December 10, 2017.

V. Fluid Functionality (Chelsa Vinklarek)

- The new image upgrade from Oracle includes a new User Interface (UI): Fluid.
 - With Fluid, users can use CAPPs on a mobile device (phone, tablet).
 - Fluid is simpler and more intuitive to use than the previous UI (Classic).
 - Agencies have requested CAPPs be available on tablets; Fluid will fulfill that request.
 - Oracle will soon discontinue support for the Classic UI.
- The image upgrade will go live for Production agencies on July 9, 2018.
- CAPPs Production agencies will participate in User Acceptance Test (UAT).
 - CAPPs Production agencies need to prepare users for the new look/feel of Fluid.
 - Note: not all pages in CAPPs will be upgraded immediately; upgrading to Fluid will occur in a phased approach.
 - Many of the ESS/MSS pages and small Portal changes will occur first.
- Fluid includes unified navigation functionality which impacts the method used to access core.
 - After Fluid is implemented, users will click through the main menu/bread crumbs to access core.
- Not all CAPPs documentation will be updated right away.
- The CAPPs Deployment Team intends to begin a Portal redesign project next year.
 - Additional Portal changes are expected next year.
- Oracle has not provided a Fluid roadmap and therefore, the number/timing of future phases are not known at this time.
 - More Fluid pages will be implemented over the next several years.
 - A demonstration of Fluid will be provided in the January CAPPs HR/Payroll User Group meeting.

VI. Business Objects 4.1 Upgrade (Steve Schiurring)

- Go-live is on track for December 1, 2017.
- Agency testing was completed on November 23, 2017.
- BO 3.1 will be decommissioned on March 1, 2018.
- Training is available on the CAPPS page of FMX.
- If an agency user needs access to BO, the request should be submitted via their Agency Security Coordinator.

VII. Project Update: HR/Payroll FY18 Deployment (Rusty Charlton)

- Deploying Agencies: TLC, LRL, GOV, SOS, TESRS, BRB, TVC, TBAE, TBPE, CUD, TBPG, TBCE, TJJD and TPWD.
- Discovery and Analysis are near completion.
- The CAPPS Deployment Team is working with the agencies to determine any gaps/solutions.
- Agency Partnership Program (APP) Meetings continue.

VIII. Project Update: CAPPS Performance Management FY17 Deployment (Rusty Charlton)

- Deploying Agencies: DMV, DIR, OCA, CPA, DPS, THECB, TSLAC, OIEC, TDI, RRC, TMD, TCOLE, TAHC, SOAH and TEA.
- On target for go-live December 11, 2017.
- Agencies have signed off on UAT.
- Deployment code changes are effective this week.
- Agency security/access will be implemented December 8 -10, 2017.
- Many agencies do not start their employee evaluation period until January or March, but Performance Management will be available whenever agencies need to begin.

IX. Project Update: CAPPS Recruit FY18 (Rusty Charlton)

- A project dashboard for Recruit will be presented at next month's User Group.
- The FY18 Recruit implementation is a new project with nine agencies.
 - The majority of these agencies deployed CAPPS HR/Payroll last summer.
- Recruit will be implemented in two waves:
 - Agencies without significant changes will go-live in Release 1 (May).
 - More complex agencies will go-live in Release 2 (August 2018).
- The project Kickoff meeting is today, November 28, 2017.
- No enhancements are expected at this point; however, if any are identified they will be submitted through the Governance process and UG will be notified.